



Embassy of the United States of America

Beirut, Lebanon
Contracting Office

November 9, 2006

Dear Prospective Offeror:

SUBJECT: Solicitation Number S-LE200-R-07-0002

The Embassy of the United States of America in Beirut, Lebanon, invites you to submit a proposal for its 450 locally hired employees and their 835 dependents for a period of three years effective February 8, 2007.

Your proposal must be submitted and hand delivered to the Main Gate of the Embassy in Awkar, Metn. All proposals must be delivered in sealed envelopes marked "**Proposal # S-LE200-R-07-0002 Enclosed**" and addressed to the attention of Mr. Calvin Dubose, Contracting Officer of the Embassy on or before 12:00 hours on December 11, 2006. No proposal will be accepted after this time.

Direct all questions regarding this solicitation in writing only to the following email address on or before November 23, 2006 to the attention of Mr. Garo Ohanian, Embassy Procurement Office Supervisor:

ohaniangk@state.gov

We will respond only to written questions which are received from offerors by the above date. We intend to post the questions and our corresponding answers as of November 30, 2006 on the Embassy's website:

<http://lebanon.usembassy.gov>.

We cannot guarantee that we will answer questions received after the above date.

Please note: proposals that contain more benefits (even if there is no increase in cost) or fewer benefits than those stated in the solicitation will be deemed technically unacceptable.

In order for a proposal to be considered, you must also complete and submit the following:

1. SF-33
2. Section B, Pricing Schedule
3. Section K, Representations and Certifications;
4. Additional information as required in Section L.

We anticipate to start on February 8, 2007 the contract awarded from this solicitation.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract based on initial proposals, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Sincerely,



Calvin Dubose
Contracting Officer
US Embassy
Beirut, Lebanon